



STaR Chart Basics (For Teachers & Librarians)

What: School Technology and Readiness (STaR) Chart, TEA requirement.

Why: Assists Texas Schools in meeting and documenting the technology requirements set forth in NCLB, USAC (eRate), and the Long Range Plan for Technology.

Who: 100% of all classroom teachers, regardless of their disciplines, and librarians on your campus. The only people who do not complete the assessment tool are administrators, counselors, clerical and support staff.

When: You may begin **September 13, 2010**.

- All teachers need to complete the Teacher STaR Chart by Tuesday, **October 26, 2010**. Principals cannot finalize and submit the Campus STaR Chart until all teachers have completed their individual assessments.

Where: The assessment can be completed at any time, 24 hours a day, 7 days a week, from any computer with access to Internet. The link to the website is <http://starchart.esc12.net/>.

Keys to Success

Prior to beginning the survey, locate or obtain your Username and password.

Returning Teachers to the Campus

Typically, your username is your First Name dot Last Name, Example: JOHN.SMITH However, there are many John Smiths so Region 12 will assign additional numeric data to the Username. Every teacher in Texas has a unique ID. Examples might be, JOHN.SMITH, JOHN.SMITH01, JOHN.SMITH279.

See your Campus Principal if you have forgotten your Username. Password forgotten, skip to the "Obtaining a Forgotten Password" section of this document.

New Teachers to the Campus

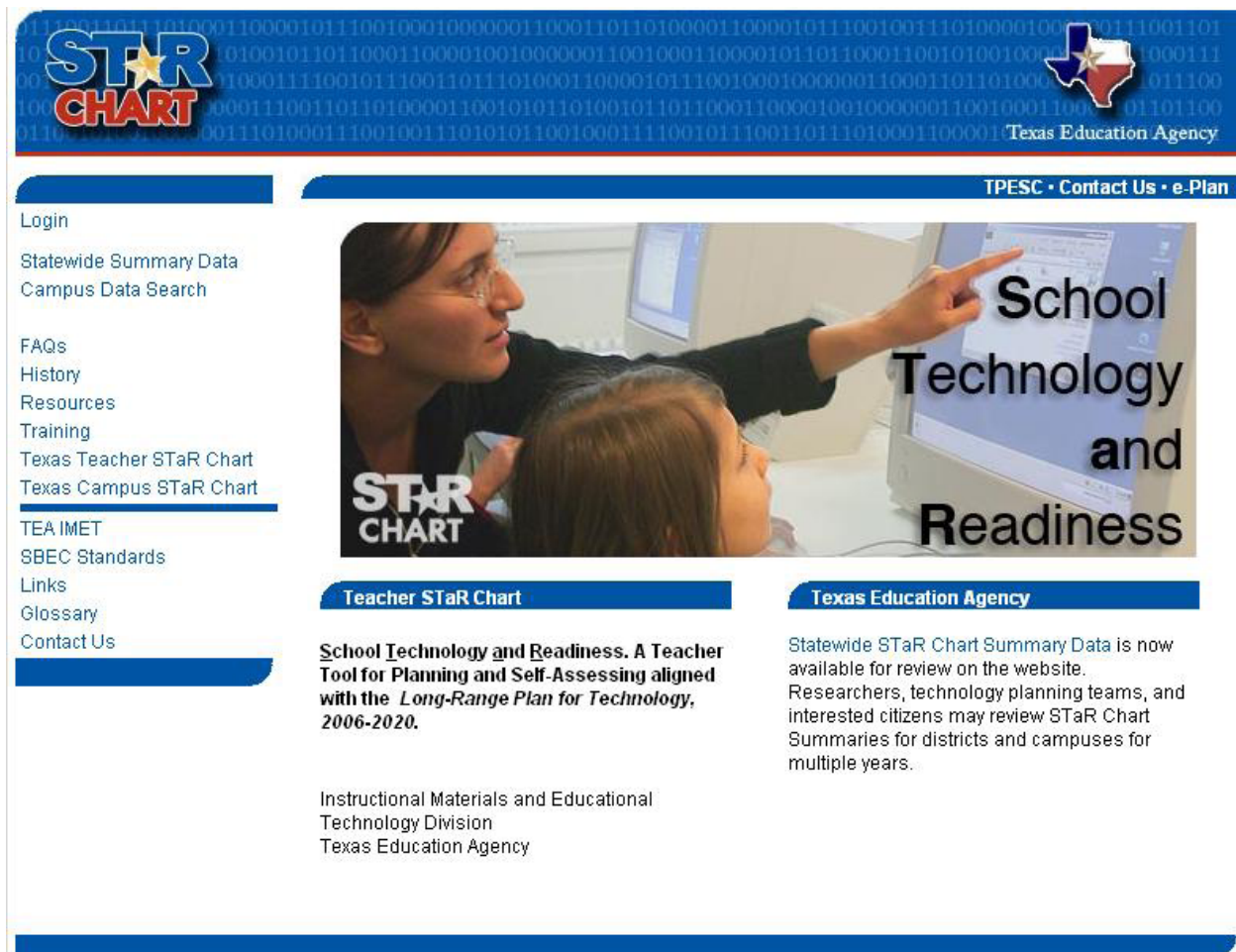
Your Campus Principal will enter you into the STaR Chart system. Check with your Campus Principal for your Username. Your temporary password will be **password**. Upon successful login, you will be asked to update your contact information and change your password. See **"First time users must complete a profile prior to accessing the site"** section of this document.

Help is Available

There are additional files posted on the ITLS STaR Chart website,
<http://saisd.pbworks.com/STaR-Chart>.

Accessing the STaR Chart Homepage

Remember, any part of the STaR Chart responsibilities, at any level can be accessed at any time from any computer that is connected to the Internet. The link is <http://starchart.esc12.net/>. Familiarize yourself with this page. Note the Login link in the top left section of the page. Help is also available, Resources, Training, and Glossary.



The screenshot shows the STaR Chart homepage. The header features the STaR Chart logo and the Texas Education Agency logo. The left sidebar contains a list of links: Login, Statewide Summary Data, Campus Data Search, FAQs, History, Resources, Training, Texas Teacher STaR Chart, Texas Campus STaR Chart, TEA IMET, SBEC Standards, Links, Glossary, and Contact Us. Red arrows point to the Login, Training, and Glossary links. The main content area includes a large image of a teacher and student looking at a computer screen with the text 'School Technology and Readiness'. Below this image are two columns of text: 'Teacher STaR Chart' and 'Texas Education Agency'. The 'Teacher STaR Chart' section describes the 'School Technology and Readiness' tool and its alignment with the Long-Range Plan for Technology, 2006-2020. The 'Texas Education Agency' section states that Statewide STaR Chart Summary Data is now available for review on the website.

STaR CHART Texas Education Agency

TPESC • Contact Us • e-Plan

Login
Statewide Summary Data
Campus Data Search

FAQs
History
Resources
Training
Texas Teacher STaR Chart
Texas Campus STaR Chart
TEA IMET
SBEC Standards
Links
Glossary
Contact Us

School Technology and Readiness

Teacher STaR Chart

School Technology and Readiness. A Teacher Tool for Planning and Self-Assessing aligned with the Long-Range Plan for Technology, 2006-2020.

Instructional Materials and Educational Technology Division
Texas Education Agency

Texas Education Agency

Statewide STaR Chart Summary Data is now available for review on the website. Researchers, technology planning teams, and interested citizens may review STaR Chart Summaries for districts and campuses for multiple years.

My Username and Password:

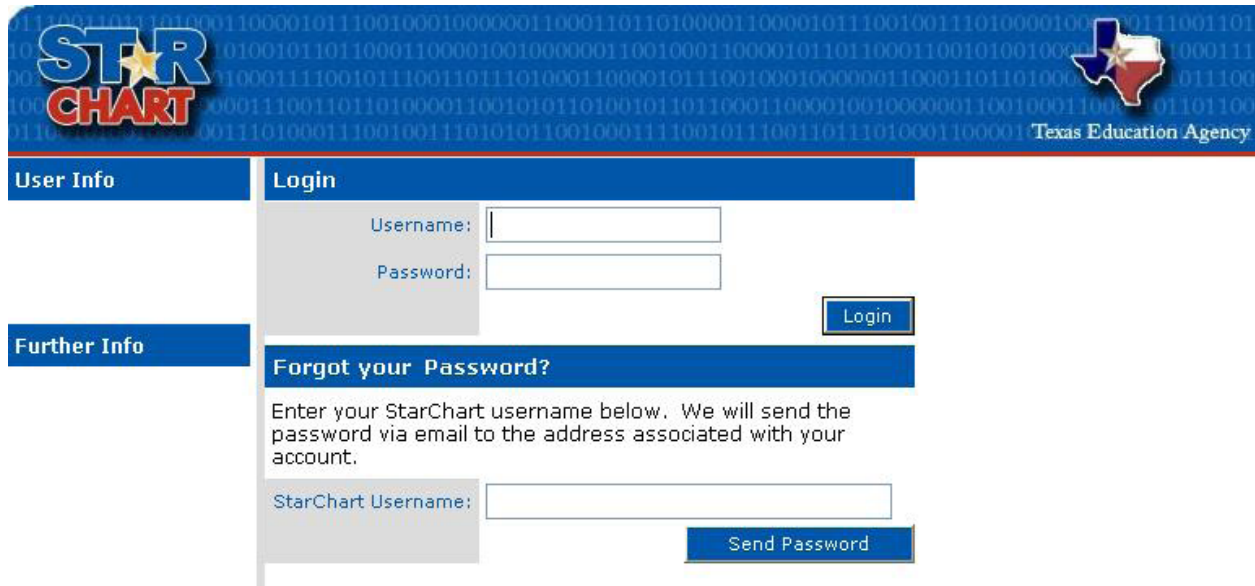
Record your personal information here and file this document for future use.

Username: _____

Password: _____

To Login as a Teacher or Librarian

1. Click on the Login link on the home page of the STaR Chart website
<http://starchart.esc12.net/>



The screenshot shows the STaR Chart login interface. At the top is a blue banner with the 'STAR CHART' logo on the left and the Texas Education Agency logo on the right. Below the banner, the page is divided into two main columns. The left column has a blue header 'User Info' and a blue header 'Further Info'. The right column has a blue header 'Login' and a blue header 'Forgot your Password?'. Under the 'Login' header, there are two text input fields labeled 'Username:' and 'Password:', and a blue 'Login' button. Under the 'Forgot your Password?' header, there is a text input field labeled 'StarChart Username:' and a blue 'Send Password' button. The background of the page is a light blue with a pattern of binary code (0s and 1s).

2. Enter the proper Username, if forgotten obtain from the Campus Principal. Typically it is First Name dot (.) Last Name, Example: **JOHN.SMITH**. However there are many John Smiths so the host server will assign additional numeric data to the Username. Every teacher in Texas has a unique ID. Examples might be, JOHN.SMITH, JOHN.SMITH01, JOHN.SMITH279
3. If you were on the same campus last year, enter your password and you are ready to complete the assessment. If you cannot obtain your password skip to the "Obtaining a Forgotten Password" section of this document.

First time users must complete a profile prior to accessing the site

4. If this is the first time you have accessed the host server with this Username, enter the generic password "**password**". You will immediately be asked to complete a profile.
 - a. Enter your SAISD Outlook email address, jdoe@saisd.net.
 - b. Enter a password that can easily be remembered from year to year

- c. Enter your grade level and subject area
- d. Proof-read and click the **SUBMIT** button
- e. Access to the site will not be immediately provided. The teacher will immediately receive an email from StarChart@esc12.net, sent to the address entered in the profile. It may be in your Junk mail, so don't forget to check this area.
- f. Once opening the email click on the link provided to access the Login page, enter your Username and password to access your assessment materials. This is a security precaution and you will not need to do this again.

Obtaining a Forgotten Password

If a password is forgotten by a user at any level, it can be obtained by email.

1. On the Login page, in the section below the password, is the **Forgot your Password?** Section.
2. As the instructions state, "enter your STaR Chart Username" in the space provided. Principals, 015907..., teachers and librarians, JOHN.SMITH
3. Click on the "Send Password" button.
4. Within minutes the password will be emailed to the email address in the user profile.
 - a. Since the email may be coming from a "strange" domain, look in your "Junk Mail"
 - b. The email will come from StarChart@esc12.net and will contain your password

Completing the Assessment

In the assessment you will be giving what you believe to be the proper level or rating for each question. There are NO right answers or wrong answers. There are NO individual grades. After you submit the assessment your "ratings" are used to formulate a profile or average for the campus. NO ONE will know how you answered the questions. No one can find out unless you give them your Username and password.

The assessment is divided into four sections with 6 questions in each section. The four sections are:

- Teaching and Learning – which focus on how you use technology in the classroom to support your curriculum

- Educator Preparation and Development – which focuses on how you prepare to use technology in the classroom and your level of expertise
- Leadership, Administration, and Instructional Support – which focuses on the campus vision of technology, how you are supported, and how technology and training is provided at the campus level
- Infrastructure and Technology – which focuses on how district provides connectivity, and basic services to you, your students, and your classroom

Each of the questions is answered in one of four “terms” or a rating of 1 through 4:

- Early Tech (Level 1) – early stages, just beginning
 - Developing Tech (Level 2) – better, but still in the developing stages
 - Advanced Tech (Level 3) – got it down pretty well, don’t need much help and can offer basic help to others
 - Target Tech (Level 4) – able to help others, conduct classes, help pull others to this level
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How do I know when I am finished?

After you have answered all questions, you will be returned to the first page. The Begin button you saw earlier now is an Update button. After you answered the last question you are complete. There is nothing more to do but logout.